**Shepherd University Diversity and Equity Committee Meeting Agenda**

Rumsey Gallery, Student Center

Monday, April 30, 2018

**3:10 – 4:15 p.m.**

1. **Introductions**
2. Approval of Minutes from February 14, 2018 and April 11, 2018 Meetings
3. **Recorder for Minutes**
4. **Old Business**
   1. **Proposed Cycle of Yearly Presentations based on Committee Charge**
      1. Human Resources – Recruitment and Retention of Underrepresented Employees - September
      2. Student Success – Persistence of Students - November
      3. Title IX – Climate Related Gender - February
      4. Enrollment Management – Recruitment of Underrepresented Students - April
   2. **Areas of Concern Shared at February 14 and April 11 Meetings**
   3. Recruiting more underrepresented students
      1. Specific recruitment strategies and plan
      2. Established relationships with K-12 institutions with underrepresented populations
   4. Hiring more underrepresented faculty and professional staff/administrators
      1. Position posting strategies
      2. Diversifying candidate pools
      3. Creating welcoming experiences for underrepresented candidates in the search process
   5. Focus on retaining students of color – possible mentor program from first year students of color.
      1. Retention targets
      2. Retention strategies
   6. Connection between Strategic Plan and Diversity & Equity Charge/Initiatives
   7. The need for faculty to understand the issues and context our students bring with them
      1. Online training modules
      2. Department meetings
      3. Chair and Deans meetings
   8. The need for incentives for faculty to learn about our students to better teach them
   9. The need to infuse diversity in the curriculum and create some level of accountability for this in the curriculum
   10. Inequitable job search support for spouses of recently hired faculty
   11. The need to list gender neutral restrooms on the university website
   12. Include preferred names on the syllabus (in progress)
   13. Educate campus about preferred pronouns
   14. Address inequitable and unjust treatment and experiences
   15. **Possible Categories for Above Committee Concerns**
5. Recruiting and Retaining Underrepresented Employees and Students
6. Campus Climate Concerns
7. Cross Cultural Interactions
8. Inclusive Practices
9. Campus Civility
10. Employee and Student Equity
    1. **Metrics to Assess Progress and Outcomes**
    2. **Strategies to Address Areas of Concerns**
    3. Recommended Action on Previously Established Committee Initiatives

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| 1. Investigate adding Preferred Names and Preferred Pronouns to class rosters and Student IDs – Tom Segar *Tom Segar met with IT Director Joey Dagg, his team, and Registrar Tracy Seffers in February and June 2017. Technical issues are being resolved and a business process being created.* |
| 1. Diversity & Equity Committee Website – Chiquita Howard-Bostic *Dr. Howard-Bostic expressed interest in this at the September 2016 meeting and has made significant progress on this initiative.* |
| 1. Create a Diversity Training and Development Professional Development Plan – Karen Green, Heidi Hanrahan, and Tom Segar  * Required Training for faculty and staff * More trainings should be planned far in advance and prioritized by chairs and deans of academic departments * (Dis)ability trainings specifically. How to best serve students with disabilities in your classes. Try to combat the stigma of getting assistance from the University/DSS * 2 or 3 sessions each academic year, one specifically targeting ability issues * 'Language Matters' - discussion about pronouns, labels, person first language, use of titles (all or none)*.* |
| 1. Have the President speak out on diversity and social justice in speeches writing etc.\*   – It is important to “make it clear where Shepherd stands.” A symbol of prioritizing diversity and social justice at the institutional level.  *Need committee members willing to explore this.* |
| 1. Promoting courses about diversity – Yee Lea Cho and Richie Stevens *Need committee members willing to work on this.* 2. Use professional development funds as incentive to develop courses. Contact/coordinate with Kathy Reid. *Need committee members willing to work on this.* |
| 1. Sponsor employee training around Gender Inclusion, Gender Identity, and Gender Expression *Need committee members willing to work on this with Tom Segar* 2. Create a one-page document for faculty /staff. Possibly create an easy, interactive element? Provide scan codes with links for more information? Utilize videos and website resources. *Need committee members willing to work on this.* |
| \* Denotes a top priority for the Diversity and Equity Committee |

Diversity & Equity Committee Meetings for 2017 – 2018

* + ~~3:10 p.m. – Wednesday, September 13, 2017~~
  + ~~3:10 p.m. – Wednesday, November 8, 2017~~
  + ~~3:10 p.m. – Wednesday, February 14, 2018~~
  + ~~3:10 p.m. – Wednesday, April 11, 2018~~

**XIV. DIVERSITY AND EQUITY COMMITTEE**

**(taken from the Shepherd University Equal Opportunity Policy and Affirmative Action Plan, Revised September 27, 2016)**

**STRUCTURE**

The Diversity and Equity Committee is appointed by the President and consists of members drawn from the administrative staff, faculty, classified employees, community, and undergraduate and graduate student body. The chair is elected by the committee.

**CHARGE**

The Diversity and Equity Committee will report to Administrative Council on the following tasks:

* + 1. To review the current hiring practices of the University and recruitment and retention of minority populations and underrepresented faculty, staff, and students;
    2. To recommend policies and strategies to increase and retain the number of minority populations and underrepresented administrators, faculty, staff, and students;
    3. To recommend measures to facilitate a supportive university environment for all community members and internal and external stakeholders;
    4. To identify off-campus outreach efforts that will significantly impact the lives and opportunities of minority populations and underrepresented students, faculty, staff, and community members in the University's service area; and
    5. The Committee will also serve as a body which will periodically review progress in reaching the above stated objectives and make recommendations for prompt, remedial action.
    6. Educate the University community on issues of diversity and social justice.
    7. Actively support (and/or sponsor as able) other University organizations’ efforts to educate the University community on issues of diversity and social justice.